

Memorandum

Date: April 26, 2010

To: Assistant Commissioner Staff

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Enforcement and Planning Division

File No.: 060.14720

Subject: MANDATORY 2010 COMMAND INSPECTIONS

As directed by the Office of the Commissioner, all headquarters commands were requested to conduct chapter inspections, utilizing the guidelines and checklists contained in either Highway Patrol Manual (HPM) 22.1, Command Inspection Program, or Highway Patrol Guide (HPG) 22.1, Area Resources Management Guide.

For the first quarter inspection, Enforcement and Planning Division (EPD) chose to conduct a Uniform and Equipment Inspection as contained within HPG 22.1, Chapter 10. On March 30, 2010, all available uniformed personnel from EPD, Research and Planning Section, Special Projects Section, Commercial Vehicle Section, and Field Services Section participated in the uniform inspection in their class A uniform. Assistant Chief Janice Mulanix conducted the inspection with assistance of Sergeant Troy Rivers. All uniformed personnel were inspected and determined to be in compliance with departmental policy.

If you have any questions, or require further information, please do not hesitate to contact me or Assistant Chief Mulanix at (916) 843-3330.



J. B. RODRIGUEZ, Chief

Attachments

cc: Office of Inspections

Safety, Service, and Security

**AREA MANAGEMENT EVALUATION
UNIFORM AND EQUIPMENT INSPECTION**

CHP 453K (Rev. 5-06) OPI 009

AREA 060	DIVISION EPD	NUMBER 060
EVALUATED BY Assistant Chief Mulanix		DATE 03/30/2010

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input checked="" type="checkbox"/> Formal Evaluation <input type="checkbox"/> Informal Evaluation		SUSPENSE DATE	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		COMMANDER'S REVIEW	
BY _____		DATE 04/14/2010	
1. PERSONNEL INSPECTION		EVALUATED 04/30/2010	ACTION REQUIRED No
		CORRECTED	

a. Do employees maintain a high standard of appearance? ☒ Yes ☐ No

b. Conduct a formal inspection (Annex A).

(1) Are officers familiar with the positions of attention, parade rest, and the execution of inspection arms? ☒ Yes ☐ No

2. WEAPONS INSPECTION		EVALUATED 03/30/2010	ACTION REQUIRED No
		CORRECTED	

a. Are primary weapons inspected annually? ☒ Yes ☐ No

(1) Are deficiencies corrected within 30 days? ☒ Yes ☐ No

(2) Are temporary replacement weapons readily available from Division? ☒ Yes ☐ No

(3) Are all weapons listed on CHP 4, Firearms Report, or CHP 81, Receipt of State Property? ☒ Yes ☐ No

b. Is there a record maintained on employees authorized to carry secondary weapons? ☒ Yes ☐ No

(1) Are weapons inspected on initial approval to carry, and annually on CHP 311, Annual Safety and Protection Equipment Inspections? ☒ Yes ☐ No

c. Are serial numbers physically verified by the commander or his/her designee every year? ☒ Yes ☐ No

(1) When was the last audit conducted? **04/05/2010**

(2) Was the printout returned to the Academy Weapons Control Unit by April 30 of the inventoried year? ☒ Yes ☐ No

**COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT**

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Command: Enforcement and Planning Division	Division: Enforcement and Planning Division	Chapter: Chapter 10 Inspection
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INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION <input checked="" type="checkbox"/> Division Level <input type="checkbox"/> Command Level <input type="checkbox"/> Executive Office Level		Total hours expended on the inspection: 3 hours	<input type="checkbox"/> Corrective Action Plan Included <input checked="" type="checkbox"/> Attachments Included
Follow-up Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Forward to: Assistant Commissioner, Staff Due Date: 04/15/2010		
Chapter Inspection:			
Inspector's Comments Regarding Innovative Practices:			

Command Suggestions for Statewide Improvement:

Inspector's Findings:

On March 30, 2010, Enforcement and Planning Division conducted a formal Chapter 10, Uniform and, Equipment Inspection per Highway Patrol Guide, 22.1. The inspection was conducted at the CHP Headquarter Campus and included uniformed members from Enforcement and Planning Division, Research and Planning Section, Special Projects Section, Commercial Vehicle Section, and Field Services Sections. The inspection was conducted by Assistant Chief Mulanix and all in attendance were evaluated in the class A uniform with green jacket. All uniformed members in attendance were inspected including their primary duty weapon and determined to be within departmental policy. There were no discrepancies found during this inspection.

Commander's Response: <input checked="" type="checkbox"/> Concur or <input type="checkbox"/> Do Not Concur (Do Not Concur shall document basis for response)

Assistant Chief Mulanix conducted the March 30, 2010, Chapter 10 inspection and determined all uniformed staff in attendance were within departmental policy.

COMMAND INSPECTION PROGRAM
EXCEPTIONS DOCUMENT

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Command: Enforcement and Planning Division	Division: Enforcement and Planning Division	Chapter: Chapter 10 Inspection
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Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
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Command: Enforcement and Planning Division	Division: Enforcement and Planning Division	Chapter: Chapter 10 Inspection
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Required Action
Corrective Action Plan/Timeline

<input type="checkbox"/> Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	DATE
	INSPECTOR'S SIGNATURE 	DATE 4/26/10
<input type="checkbox"/> Reviewer discussed this report with employee <input type="checkbox"/> Concur <input type="checkbox"/> Do not concur	REVIEWER'S SIGNATURE 	DATE 4/26/10